

Enmore Church of England Primary School

'Those who are taught here must
go out and teach others'

Rev J. Poole, Founder, 1810



'I have set you an example that you
should do as I have done for you.'

John 13: 15

Scheme of Delegation 2025/2026

Introduction

The Members and Governing Body are accountable in law for all major decisions about Enmore Primary School. Many of the Trust's governance functions are delegated, for example, to Headteacher or the Governing Body. Many of the Governing Body functions are in turn delegated to sub- committees. All decisions to delegate are agreed annually at the AGM.

The scheme of delegation (SoD) is the key document defining the lines of responsibility and accountability in the Trust. It aims to be a simple, yet systematic way, of ensuring that the Members, Governing Body, any committees, the Headteacher and senior management team are all clear about their roles and responsibilities.

The detail of delegation is not set out in the articles of association.

The SoD is published on the school website.

The Status of the Scheme of Delegation

The Governing Body has the power to appoint and remove committees at any time.

The SoD is intended to be working documents that both the Governing Body and leaders are able to revise and adapt in response to their context and circumstances.

Review and Adapt

The SoD should be reviewed annually, with changes made as the context changes, if necessary, each year.

This is not a failure, but recognition of the need to be responsive to changing circumstances and to adapt accordingly.

The Scheme of Delegation Will:

- Promote a culture of honesty and accountability.
- Ensure that leadership is clear about which decisions the Members/Governing Body have responsibility for.

- Identify responsibility for the appointment and performance management of the school leaders
- Ensure that the role of the senior leadership is fully understood.
- Identify responsibility for policy and practice.
- Identify responsibility for oversight of educational performance.
- Ensures that the academy's ethos continues to inform its provision, relationships and outcomes.
- Identify responsibility for oversight of the budget.
- Identify responsibility for assessment of risk.

Governance Structure

- Members
- The Governing Body
- The Sub- Committees
- The Headteacher
- The Senior Management Team
- Other Members of Staff

Governance Structure and Lines of Accountability

- The Governing Body is responsible for the three core governance functions.
- The Governing Body appoints the Headteacher, to whom it delegates responsibility for delivery of its vision and strategy, and will hold them to account for the conduct and performance of the school and for its financial management.
- In turn, the Headteacher line manages other senior members of staff, setting their targets and performance managing them.
- The Governing Body looks in detail at progress and attainment in the school, including finance.
- The Governing Body must ensure the academy's agreed vision so that it guides and informs its provision, relationships and outcomes.

Members

The Members of the Trust are guardians of the governance of the Trust and as such have a different status to Governors. Originally, they were the signatories to the memorandum of association and will have agreed the Trust's first articles of association (the legal document which outlines the governance structure and how the Trust will operate). The articles of

association describe how members are recruited and replaced, and how many of the Governors the Members can appoint to the Governing Body.

The Members appoint Governors to ensure that the Church of England status is protected and can remove Governors if they fail to fulfil this responsibility. Members are also responsible for approving any amendments made to the Trust's articles of association.

We operate with four Members.

Members are not permitted to be employees of the Trust.

The Board of Governors

The Trust is a charitable company and so Directors (Governors) are both charity Trustees (within the terms of section 177(1) of the Charities Act 2011) and company Trustees. Because Trustees are bound by both charity and company law, the terms 'Trustees' and 'Directors' are often used interchangeably.

The Trustees are responsible for the general control and management of the administration of the Trust, and in accordance with the provisions set out in the memorandum and articles of association and its funding agreement, it is legally responsible and accountable for all statutory functions, for the performance of all schools within the Trust, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements.

In addition, it must carry out the three core governance functions:

1. Ensure clarity of vision, ethos and strategic direction
2. Hold the academy's management to account for the educational performance of their pupils, and the performance management of staff
3. Oversee the financial performance of the Trust and make sure its money is well spent

Committees

In general, the Governing Body may establish committees to carry out some of its governance functions which may include making decisions, although any decisions made will be deemed decisions of the Governing Body.

The academy's Members have resolved that the bulk of academy business should be carried out by the Governing Body and its sub- committees.

We operate the following committees:

- Finance, Pay and Policy
- Buildings, Health and Safety

- Curriculum and Personnel
- Admissions

The membership and responsibilities of sub- committees are set out in the committee's terms of reference which will be in place as appropriate.

Headteacher

The Headteacher has the delegated responsibility for the operation of the Trust.

The Headteacher is the accounting officer so has overall responsibility for the operation of the academy Trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money.

The Headteacher leads the senior management team of the academy Trust.

The Headteacher will delegate executive management functions to the management team and other members of staff as appropriate and will be accountable to the Governing Body and Members for the performance of this management team.

Area	Decision	Delegation			
		Members	Governing Body	Finance, Pay and Policy sub-committee	Headteacher
People	Appoint/Remove Members	X			
	Appoint/Remove Trustees	X	X		
	Election of Parent Trustees		X		
	Appoint and Remove Board Chair		X		
	Appoint and Remove Board Clerk		X	X	X
	Appoint and Remove Chairs and Clerks to any Committees		X		
Systems and Structures	Articles of Association	X			
	Governance Structure, Including Review	X	X		
	Terms of Reference and Scheme of Delegation	X	X		
	Governor Skills Audit		X		
	Self Review of the Board and Committees		X		
	Periodic Review of the Role of Chair		X		
	Annual Review of the Contribution and Roll of Governors and Members	X	X		
	Succession Planning as Relevant	X	X		

	The Annual Cycle of Business for the Governing Body		X	X	X
Reporting	Publication of all Statutory Information on the Academy Website		X		X
	Annual Report on the Academy's Performance		X		X
	Publication of Annual Report and Accounts	X	X	X	
Strategy	Determination of Statutory Policies which Reflect Our Ethos and Values		X	X	X
	Determination of Non-Statutory Policies which Reflect Our Ethos and Values				X
	Establish Risk Register and Review		X	X	
	Engagement with Stakeholders	X	X	X	X
	Key Priorities and Key Indicators which show the success of our Ethos and Vision		X		X
	School Improvement Plan		X		X
	Appoint/Dismiss Headteacher	X	X		
	Setting Annual Budget		X	X	X
	Budget Monitoring			X	X

	Agreeing the Academy's Staffing Structure		X		X
Holding to Account	Auditing and Reporting Arrangements for Compliance		X	X	X
	Reporting the Progress of Key Priorities		X	X	
	Performance Management of the Headteacher		X		
	Monitoring any Sub-Committees		X		
Ensuring Financial Probity	Appointment of the School Business Manager		X		
	The Academy's Scheme of Financial Delegation		X		
	Receive and Respond to External Auditor's Report	X	X	X	
	Headteacher's Pay Award		X		
	Procedures for the Appraisal of Staff				X
	Benchmarking and Ensuring Value for Money		X	X	
	Develop and Review Efficient Procurement Strategies and Efficiency Savings		X	X	

Financial Delegation Schedule

1. Authority to Commit Expenditure

Role	Delegated Authority
Full Governing Body	Approval of annual budget and any expenditure outside the approved budget. Approval of major capital projects and transactions requiring DfE approval.
Chair of Governors	Authorise purchase orders and contracts of £10,000 and above within the approved budget.
Chair of Finance, Pay and Policy Committee	Authorise purchase orders and contracts between £2,501 and £9,999 within the approved budget.
Headteacher	Authorise purchase orders and contracts between £2,501 and £9,999 within the approved budget.
Deputy Headteacher	Authorise purchase orders and contracts up to £2,500 within the approved budget.
Business Manager	Authorise purchase orders and contracts up to £2,500 within the approved budget.
School Administrator	No delegated authority to commit expenditure.

2. Authority to Authorise Payments

Role	Delegated Authority
Business Manager	Authorise invoices and payments up to £2,000 .
Headteacher	Authorise invoices and payments of £2,001 and above .
School Administrator	No payment authorisation authority.

3. Banking Authorities

Activity	Delegated Authority
Bank payments up to £2,000	Any two authorised signatories.
Bank payments over £2,000	Any two authorised signatories, one of whom must be a designated “B” signatory (Chair of Governors or Chair of Finance Committee).
Transfer funds between approved school bank accounts	Business Manager.
Operation of school business credit card	Business Manager up to £1,000 monthly limit.

4. Budget Management Authorities

Activity	Delegated Authority
Approval of annual budget	Full Governing Body.
Budget monitoring	Finance, Pay and Policy Committee and Full Governing Body
Budget virements up to £5,000	Headteacher.
Recording of approved virements	Business Manager.
Reporting of virements	Next meeting of the Finance, Pay and Policy Committee and Full Governing Body.

5. Procurement Requirements

Contract / Purchase Value	Requirement
Up to £5,000	Best value demonstrated through normal purchasing procedures.
Over £5,000	Minimum of three written quotations required.
Over £15,000	Open and competitive procurement process required.
Supplies and services valued at £207,720 or above	Formal procurement process in accordance with the Procurement Act 2023 and Find a Tender requirements.
Works contracts valued at £5,193,000 or above	Formal procurement process in accordance with the Procurement Act 2023 and Find a Tender requirements.

6. Capital Projects and Asset Management

Activity	Delegated Authority
Approval of capital projects	Full Governing Body.
Monitoring of capital projects	Finance, Pay and Policy Committee.
Disposal/write-off of assets with no residual value	Headteacher.
Disposal of assets below £500	Headteacher.
Disposal of assets above £500	Governing Body.
Maintenance of Asset Register	Business Manager. All assets exceeding £500 to be recorded.

7. Reserved Financial Matters

Activity	Approval Required
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Annual budget approval	Full Governing Body.
Financial Regulations and Scheme of Delegation	Full Governing Body.
Related Party Transactions	Full Governing Body and DfE approval where required.
Special severance and compensation payments	Full Governing Body and DfE approval where required.
Novel, contentious or repercussive transactions	Prior DfE approval required.
Asset disposals requiring DfE consent	Full Governing Body following DfE approval.
Approval of audited annual accounts	Full Governing Body.
Internal scrutiny and audit oversight	Finance, Pay and Policy Committee and Full Governing Body